COVID-19 Emergency Rental Assistance Program (ERAP) #1

TENANT APPLICATION REQUIREMENTS

See below for documents that will be requested in the tenant application, in order to apply for the Emergency Rental Assistance Program.

**Before applying, it is recommended that both parties (Tenant & Landlord) discuss and agree that they are both willing and able to proceed and that both will complete the online application and provide all required items.*

APPLICANT/HOUSEHOLD INFORMATION

A valid, government-issued photo identification for each adult member of the household.

HOUSEHOLD INCOME VERIFICATION

1. 2020 IRS Tax Form 1040
2. If you do not have your IRS Tax Form 1040, you will be required to account for all sources of income for each household member. See below for examples of sources of income:
   - Wage statement, Paycheck stubs, Unemployment, Pension, Retirement, Social Security, No Income, or Other

   **Each sources of income will require associated documentation for verification*

COVID-19 IMPACT/FINANCIAL HARDSHIP VERIFICATION

1. Information describing the household's financial hardship due to COVID-19:

   • written statement signed by the applicant describing financial hardship due to COVID-19

   OR

   • documentation showing: loss of income, loss of self-employment income, reduction in hours, furlough, termination notice, COVID related medical expenses, unemployment or notice of increased child care costs as a result of COVID 19.

PAYMENT DOCUMENTATION REQUIRED

- W9 (Required to receive payment)
- Other verified documents needed to complete the payments.

TENANT APPLICATION REQUIREMENTS

RENTAL ASSISTANCE VERIFICATION

1. Current lease (signed by applicant and landlord)
2. Most recent rental payment (must show name, address, and rental amount due)
3. Late Notice or Eviction Notice from Landlord (provide if applicable)
4. Contact Information for Landlord (Name, Phone Number, Email)
5. A list or ledger from your landlord showing each month that you're behind on rent and the amount you owe.

UTILITY ASSISTANCE VERIFICATION

1. Most recent utility bill showing past-due amounts (Address must match that of the primary applicant)
2. Late Notice
3. Contact Information for Landlord (Name, Phone Number, Email Address)

PRIOR ASSISTANCE VERIFICATION

You are required to provide information about any rent or utility payments previously received from a local, state, federal or non-profit program to cover the same months as those in your ERAP application request.

Acceptable documents include award letters and/or copies of payments received for any prior rental/utility assistance

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